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Approved For Release 2003/02/27 : CIA-RDP54-00177A000100130040-5

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Chief, Administrative Services Office      DATE: 11 April 1951

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Activities - March 1951

The following report of activities of the Transportation Division during the month of March is submitted pursuant to your request.

1. Truck Operations:

The following truck operations were performed during the month:



182 local hauls in and around Washington

2. Que Building Motor Pool Operations:

482 total trips made  
 21.9 average number of trips per day  
 8563 total miles operated  
 389.2 average miles per day  
 4.4 average number of cars in pool per day  
 17.7 average miles per trip  
 68.3 average time per trip

Comparison of total trips, total miles operated and average miles operated per day for the past three months:

	<u>Total Miles</u>	<u>Total Trips</u>	<u>Average Miles Per Day</u>
January	12,810	911	582.2
February	8,649	490	355.2
March	8,563	482	339.2

During the month the shuttle service between CIA buildings and the Pentagon carried a total of 17,595 passengers, an average of 799.7 per day.

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3. Following is a report of the activities of the [ ] Garage:

During the month seven (7) vehicles were completely checked, tuned, etc., on the "Rotation" plan.

Repair Jobs	- 44
*Labor	- \$897.75
Parts	- \$836.80

Repair Jobs Performed Outside	- 5
Labor	- \$43.80
Parts	- \$28.07

Maintenance Work	- 76
*Labor	- \$873.00
Parts	- \$ 12.10

\*Work performed by Mechanics

Maintenance Work (performed by Mechanic's Helpers)	
Cars washed	- 272
Cars lubricated	- 103
Other service jobs	- 75

The total value of labor performed by the mechanics in the garage during the month was \$1770.75, compared with their salaries of \$1021.00, indicating a saving of \$749.75. The value of labor performed by the Mechanic's Helpers was \$907.75, compared with salaries of \$816.64, indicating a saving of \$91.11, an overall saving of \$840.86 for the month.

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During the month the Transportation Division hauled 2,237 cases, total weight, 362,257 pounds, to the various ports and air terminals for export shipment.

4. Fifty-two (52) passenger cars operated 57,515 miles; thirty-three (33) trucks operated 29,589 miles; while five (5) buses operated 11,562 miles, a grand total of 98,666 miles.

5. Volume of work and flow of personnel through the [ ] of the Transportation Division was as follows: 25X1

Rail Reservations  
Airline Reservations  
Steamship Reservations  
Hotel Reservations

Fare Quotations  
Persons Processed overseas  
Domestic Travelers  
Transportation Requests

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